

**Colorado Campaign Finance System
Electronic Data Interchange
Spreadsheet Reporting Specification**

Version 1.4

Dated 04/28/2010

Colorado Secretary of State

Effective May 1, 2010

History of Changes

Version	Date	Description of Change
1.0	11/1/2009	Original release of TRACER EDI Spreadsheet reporting Specifications
1.1	11/3/2009	cbOccupation code table was added (inadvertently left out of Version 1.0)
1.2	12/4/2009	Removed Name Prefix from Contribution and Expenditure worksheets by removing <u>cbNamePrefix</u> from the Contribution worksheet and <u>exNamePrefix</u> from the Expenditure worksheet. Name Prefix is being removed from screen inputs and will not be used in the TRACER system.
1.3	12/17/2009	<p>Contributions – If the cbContributionType field is 02 or 04 for non-itemized contributions, then use Code 15 (Other) for the cbContributorType.</p> <p>Contributions – If the cbContributorType field is 12 (LLC), then include the LLC member names, and the attributable contribution amount for each, in the cbExplanation field.</p> <p>Expenditures – If the exDisbursementType field is 02 or 04 for non-itemized disbursements, then use Code 14 (Miscellaneous) for the exExpenditureType field.</p>
1.4	04/16/2010	Added cmContributionMember to the Contribution Element to accommodate the addition of LLC Individual Members.

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Overview

This document details how to build a Campaign Finance report data file using an Excel spreadsheet in order to submit campaign finance data using Electronic Data Interchange (EDI) to the Colorado Secretary of State. This document is written for committees and vendors who wish to create a software package to allow submission of contribution, expenditures, and loan data electronically with the Secretary of State without having to re-type the information into the Colorado TRACER web application. TRACER is the acronym for the Secretary of State's campaign finance web application meaning TRANsparency in Contribution and Expenditure Reporting.

With each of the line items submitted (contributions, expenditures, loans, loan payments, contribution returns, and expenditure returns), it is required that you include an external reference ID, the alphanumeric identifier your system attaches to each line item. It needs to be a unique ID in your system and the value must be unique for each transaction submitted. TRACER error reports will use this reference ID to match an error to a specific line item within your data file. In addition, the reference ID enables the system to detect and avoid adding duplicate records in the event duplicate reference IDs are included in more than one file upload, or a file is inadvertently uploaded twice.

You are also highly encouraged to use a similar type of unique identifier for your contributor and your expenditure payees. This will enable the TRACER audit process to be more accurate and ultimately be more helpful to you.

Imported Files

What does the import file contain?

You will be electronically submitting only the line item records of contributions, expenditures, loans, loan payments, contribution returns, and expenditure returns. Summary totals are not included. The system calculates your summary totals for you, based on the line items submitted. This is done at the time you log into the system to file your final report for a reporting period.

When can files be imported?

These items (your contributions, expenditures, loans, loan payments, contribution returns, and expenditure returns) can be submitted at any time during your current reporting period. You may choose to submit all at one time, or submit items periodically during your current reporting period. **NOTE: Items submitted (imported), but not yet filed, are only viewable by the committee submitting the items and the Secretary of**

State's campaign finance staff. The items are not viewable by the public until filed by your committee.

How do the reported items get filed?

When you are ready to file the report for a reporting period, you will need to log into the Colorado Campaign Finance System and go to the Filings tab. At the time you file your report, the system will create a filing report dynamically and calculate all totals based on the items you have submitted electronically or entered online. You will be able to preview the report before final filing submission.

What is the format of the import file?

An import file may contain any combination of contributions, expenditures, loans, loan payments, contribution returns, and expenditure returns. It will consist of an Excel spreadsheet with ten worksheets.

Can a committee undo a submitted file?

It is possible to undo an entire submitted file. Line items from that imported file will be deleted from the database as long as:

- The item has not been included on a filed report.
- The item does not have other records associated to it from other import files.

If individual items need to be bypassed for the above reasons, and do not get automatically removed, you will need to log into TRACER and delete them individually.

Data Types

This section describes the data types acceptable to the TRACER import program.

- Char(n). This is a character field. Any field listed as character can have any alphanumeric information as well as punctuation. Maximum lengths are in parenthesis. Please be aware that use of lowercase alpha information will be converted to uppercase alpha information. Note that this field cannot have the backslash (\) character or any line feed characters such as a Return.
- Integer. Only digits are allowed in this type of field.
- Date. Please format all user entered dates as MM/DD/YYYY.
- DateTime. Please format all user entered datetimes as MM/DD/YYYY HH:MM:SS.
- Money. A positive currency amount, which should be specified without a dollar sign. The decimal is optional for whole dollars. If there is a decimal, there should always be at least one digit to the left of the decimal, even if the amount is a fraction of a dollar (this is the only case in which leading zeros are advocated). Valid examples: 5.01, 0.25, 25.7, 43. Invalid examples: 3.731, \$5.25, .75.
- MoneyIncludeZero. This is the same as the money data type, except that 0 is allowed.
- Decimal. Behaves like the money data type, but the number of digits to the right of the decimal may be more than two. Example: interest rate in the LOAN element. 4.5 % should be entered as 4.5. A rate of 6 and 7/8 would be entered as 6.875.

File Naming

There are no specific file naming requirements to submit your data using an Excel spreadsheet; however it is critical the worksheet names match the descriptions below. The file extension of the file must be .xls or .xlsx.

There are ten worksheets that can be produced for submitting information. The ten worksheets are:

- control - Contains authentication information. There is one record only in this file.
- contribution - Contains contributions.
- cmContributionMember – Contains individual members information for LLC Contributions. Data in this worksheet is only required when a contribution exists with a contributor type of LLC.
- expenditure – Contains expenditures.

- exCandidate – Contains candidate information related to an electioneering communication expenditure or an independent expenditure. Data in this worksheet is only required when an expenditure exists that is an electioneering communication or independent expenditure expense.
- loan - Contains new loans received.
- InGuarantor – Contains the guarantor(s) for a loan.
- loanPayment - Contains loan payments made.
- contributionReturn - Contains contribution repayments (returns) made.
- expenditureReturn - Contains expenditure returns made.

Spreadsheet Record Occurrences

The ten worksheets have the following numbers of records:

Worksheet Name	Number Records (Lines)
control	1
contribution	0 to many
cmContributionMember	0 to many
expenditure	0 to many
exCandidate	0 to many
loan	0 to many
InGuarantor	0 to many
loanPayment	0 to many
contributionReturn	0 to many
expenditureReturn	0 to many

Each worksheet has a set of columns with column headers. It is imperative that the column heading names not be changed. The template spreadsheet, available under the “Resource” link under “Publications” on the TRACER home page, for download has the header row protected on each worksheet. Each column header has comments that describes the data characteristics for the column, including whether the data is Required, Conditionally Required (Required If) or Optional.

If a particular worksheet does not have data to be uploaded, the worksheet should remain in the spreadsheet without data.

Overview/Legend to Tables

In the following tables, in the ‘Format’ column for each Column Data Element, please pay attention to ‘not null’. If a field is designated as ‘not null’, that field must have a value. The omission of values for ‘not null’ fields will be cause for data rejection.

The 'Description' column and any 'Notes' following an element table indicates which items are required and which items use Code Table values.

The control Worksheet

Column	Format	Description
committeeld	char(11) not null	This is your 11 character committee ID assigned by the SOS. The committee ID in the control worksheet must match the committee that is logged in at the time the upload is submitted. Required.
committeeName	char(100) not null	Committee full name. Required.
fileCreateDateTime	dateTime not null	Date file was created, time in 24 hour notation. Format mm/dd/yyyy hh:mm:ss. Required.
description	char(100) not null	Description of this upload file. The description is used to identify the upload file in the email confirmation sent back to the filer, as well as in the TRACER Imported File History grid. It can be any text meaningful to you to help identify an individual upload file.

The contribution Worksheet

Column	Format	Description
contributionId	char(30) not null	This is your committee's unique external reference ID for this contribution record. Required.
cbContributionType	char(2) not null	See Code Table section for valid values. Required.
cbAmount	money not null	Contribution amount. Must be a valid dollar amount greater than 0.00. Required.
cbCycleAmount	money not null	Aggregate amount from this contributor to your committee, during the current election cycle. The election cycle time period is viewable in TRACER in your committee workspace. Required.
cbDate	date not null	Contribution date – date contributed to committee. Required.
cbReceiptType	char(2) not null	See Code Table section for valid values. Required.
cbAccountNumber	char(50)	Optional account or reference number for your committee's use only.

Column	Format	Description
cbContributorId	char(30)	This is your optional external ID for the contributor. It is highly recommended you use this to uniquely identify your contributors.
cbContributorType	char(2) not null	See Code Table section for valid values. If Contribution Type = '02' or '04', use '15' (Other) for Contributor Type. Required.
cbOrgId	char(11)	The Committee or Candidate Organization ID in TRACER of the contributor if the contributor is a Colorado registered committee or candidate. This information may be retrieved from TRACER.
cbOrgName	char(100)	The Organization name if the contributor is not an individual. Required if the contribution is not from an individual.
cbFirstName	char(100)	The contributor's first name if the contributor is an individual. See Notes for when required.
cbMiddleName	char(100)	The contributor's middle name if the contributor is an individual. Optional.
cbLastName	char(100)	The contributor's last name if the contributor is an individual. See Notes for when required.
cbNameSuffix	char(15)	The contributor's name suffix if the contributor is an individual. Optional.
cbAddress1	char(50)	Contributor address line 1. See Notes for when required.
cbAddress2	char(50)	Contributor address line 2. See Notes for when required.
cbCity	char(30)	Contributor city. See Notes for when required.
cbState	char(2)	Contributor state abbreviation. See Notes for when required.
cbZip	char(5)	Contributor zip code. See Notes for when required.
cbEmployer	char(100)	Contributor's employer name. May be required. (Colorado Constitution Article XXVIII). See Notes for when required.
cbOccupation	char(2)	Contributor's occupation. See Code Table section for valid values. May be required. (Colorado Constitution Article XXVII). See Notes for when required.

Column	Format	Description
cbElectioneering	char(1) not null	Valid values are Y or N. Set this to Y if the contribution was made for an Electioneering Communication, otherwise set to N.
cbExplanation	char(100)	Usually optional. See notes for when required.

CONTRIBUTION NOTES:

cbContributorId: This is your external reference ID for the contributor. This is optional but **highly recommended** to uniquely identify your contributors. It allows for more thorough validation, because the system can use it to identify prior contributions from the same contributor. *If a contributor also happens to be a payee on any expenditures records, you should use the same ID in both instances.*

cbFirstName, cbLastName, cbAddress1, cbAddress2, cbCity, cbState and cbZip: Any single contribution over \$20.00 must be itemized and the contributor's name and address must be provided. cbAddress2 can be null if it doesn't exist.

cbEmployer and cbOccupation: If an individual, during a reporting period, makes a one time contribution of \$100 or more their employer and occupation must be provided. Article XXVIII of the Colorado Constitution specifies when employer and occupation must be specified and ultimately filers are responsible for compliance. Data will be loaded, even if non-compliant; however, audits may result in penalties.

cbExplanation: This is required for Contribution Types of Non-Monetary and Other Receipts and when the Receipt Type is In-Kind or Other. Otherwise it is optional.

The cmContributionMember Worksheet

Column	Format	Description
contributionId	char(30) not null	This is your committee's unique external reference ID for this contribution record. Required.
cmMemberContributorId	char(30)	This is your optional external ID for the contributor. It is highly recommended you use this to uniquely identify your contributors. If you have already assigned the contributor an external ID you will need to use the same ID as previously assigned.
cmMemberAmount	money not null	Contribution amount. Must be a valid dollar amount greater than 0.00. Required.
cmMemberCycleAmount	money not null	Aggregate amount from this contributor to your committee, during the current election cycle. The election cycle time period is viewable in TRACER in your committee workspace. Required.
cmMemberFirstName	char(100)	The individual member's first name. See Notes for when required.
cmMemberMiddleName	char(100)	The individual member's middle name. Optional
cmMemberLastName	char(100)	The individual member's last name. See Notes for when required.
cmMemberNameSuffix	char(15)	The individual member's suffix. Optional
cmMemberAddress1	char(50)	The individual member's address line 1. See Notes for when required.
cmMemberAddress2	char(50)	The individual member's address line 2. See Notes for when required.
cmMemberCity	char(30)	The individual member's city. See Notes for when required.
cmMemberState	char(2)	The individual member's state. See Notes for when required.
cmMemberZip	char(5)	The individual member's zip. See Notes for when required.
cmMemberEmployer	char(100)	Contributor's employer name. May be required. (Colorado Constitution Article XXVIII). See Notes for when required.

Column	Format	Description
cmMemberOccupation	char(2)	The individual member's occupation. See cbOccupation Code Table section for valid values. May be required. (Colorado Constitution Article XXVII) See Notes for when required.
cmMemberOccupationComments	char(200)	Required if occupation = "Other"

CMCONTRIBUTIONMEMBER NOTES:

cmMemberContributorId: This is your external reference ID for the contributor. This is optional but **highly recommended** to uniquely identify your contributors. It allows for more thorough validation, because the system can use it to identify prior contributions from the same contributor. *If a contributor also happens to be a payee on any expenditures records, you should use the same ID in both instances.*

Member Contribution: **cmFirstName**, **cmLastName** are required.

cmAddress1, **cmAddress2**, **cmCity**, **cmState** and **cmZip** are required. **cmAddress2** can be null if it doesn't exist.

cmEmployer and cmOccupation: If an individual, during a reporting period, makes a one time contribution of \$100 or more their employer and occupation must be provided. Article XXVIII of the Colorado Constitution specifies when employer and occupation must be specified and ultimately filers are responsible for compliance. Data will be loaded, even if non-compliant; however, audits may result in penalties.

The expenditure Worksheet

Column	Format	Description
expenditureId	char(30) not null	This is your unique external reference ID for this expenditure record. Required.
exDisbursementType	char(2) not null	See Code Table section for valid values. Required.
exExpenditureType	char(2) not null	See Code Table section for valid values. If Disbursement Type is Non-Itemized, Expenditure Type should be '14' (Miscellaneous). Required.
exAmount	money not null	Expenditure amount. Must be a valid dollar amount greater than 0.00. Required.
exDate	date not null	Expenditure date – date expenditure was made. Required.
exPaymentType	char(2) not null	See Code Table section for valid values. Required.
exAccountNumber	char(50)	Optional account or reference number for your use only.
exPayeeId	char(30)	Your optional external ID for the payee. It is highly recommended you use this to uniquely identify your payees.
exPayeeType	char(2) not null	See Code Table section for valid values. Required.
exOrgId	char(11)	The Organization ID of the payee if the payee is a Colorado registered committee or candidate. This information may be retrieved from the CDOS website.
exOrgName	char(100)	Required if the expenditure is paid to an organization, not an individual. Otherwise leave this blank. This is the payee organization name.
exFirstName	char(100)	Required if the expenditure is paid to an individual, not an organization. Otherwise leave this blank. This is the payee first name.
exMiddleName	char(100)	The payee's middle name if the expenditure is paid to an individual. Optional

Column	Format	Description
exLastName	char(100)	Required if the expenditure is paid to an individual, not an organization. Otherwise leave this blank. This is the payee last name.
exNameSuffix	char(15)	The payee's name suffix if the expenditure is paid to an individual. Optional.
exAddress1	char(50) not null	Payee address line 1. Required.
exAddress2	char(50)	Payee address line 2. Required if available as part of address, otherwise leave blank.
exCity	char(30) not null	Payee city. Required.
exState	char(2) not null	Payee state abbreviation. Required.
exZip	char(5) not null	Payee zip code. Required.
exElectioneering	char(1) not null	Valid values are Y or N. Set this to Y if the expenditure was made for an Electioneering Communication. Also will need to include one or more group elements in the exCandidate worksheet, if this flag is set to Y.
exIndependent	char(1) not null	Valid values are Y or N. Set this to Y if the expenditure was an Independent Expenditure. Also will need to include one or more group elements in the exCandidate worksheet, if this flag is set to Y.
exCommDates	char(50)	Date or dates of the communication. Required for electioneering communication expenditures only.
exCommMethod	char(2)	See Code Table section for valid values. Required for electioneering communication expenditures only.
exCommText	char(300)	Text or the main points of the electioneering communication. Required for expenditures that are <u>both</u> electioneering and independent.
exExplanation	char(100)	This is required for expenditures with an expenditure type of 'Other', and for independent expenditures that are <u>not</u> electioneering. Otherwise this is optional.

EXPENDITURE NOTES:

exPayeeId: This is your external reference ID for the payee. This is optional but **highly recommended** to uniquely identify your payees. *If this payee also happens to be a contributor on any contribution records, you should use the same ID in both instances.*

exElectioneering: Set this to Y if the expenditure is an electioneering communication. You will also need to include one or more <exCandidate> elements to indicate the candidate information. If the expenditure is not an electioneering communication, set this to N. Electioneering Communication relates to candidates, not ballot issues or questions. For detailed information on the definition and reporting requirements review sections 2(7) and 6, article XXVIII of the Colorado Constitution and Campaign and Political Finance Rule 9.

exIndependent: Set this to Y if the expenditure is an independent expenditure. You will also need to include one or more <exCandidate> elements to indicate the candidate information. If the expenditure is not an independent expenditure, set this to N. Independent expenditures relates to candidates, not ballot issues or questions. For detailed information on the definition and reporting requirements of independent expenditures review sections 2(9) and 5, article XXVIII of the Colorado Constitution and Campaign and Political Finance Rule 14.

exExplanation: This is required for expenditures with an expenditure type of 'Other'. It is also required for Independent Expenditures that are not Electioneering.

Electioneering information: (exCommDates, exCommMethod, exCommText)

The first two items (date(s) of communication and method of communication) are only required for expenditures that are flagged as electioneering. The third item (text or main points of the communication) is only required if the expenditure is both electioneering and independent. Note that if the expenditure is not flagged as Electioneering, these three elements are not needed and will be ignored if present.

Candidate information for Electioneering or Independent expenditures: If the expense is flagged as Electioneering, Independent, or both, you must include data in the exCandidate worksheet to identify the candidates associated with the expenditure.

The exCandidate Worksheet

Column	Format	Description
expenditureId	char(30) not null	Your required external reference ID of the electioneering or independent expenditure record that this candidate is associated with. The value must equal the value of the expenditureId in the expenditure worksheet.
exCandFirstName	char(100) not null	Candidate first name. Required.
exCandLastName	char(100) not null	Candidate last name. Required.
exCandOffice	char(100) not null	Candidate office. Required.
exCandJurisdiction	char(30) not null	Candidate county if running for a county office, otherwise "statewide". Required.
exCandDistrict	char(30)	District of candidate's office, if applicable.
exSuppOpp	char(1)	Valid values are S or O (Support or Oppose) Required for Independent Expenditures to indicate if the expenditure was made in support or opposition to the specific candidate. If the related expenditure was for Electioneering Communication only, this data element can be left blank.

The loan Worksheet

Column	Format	Description
loanId	char(30) not null	This is your committee's unique external reference ID for the loan. Required.
InCandidateLoan	char(1) not null	Y or N flag indicating if this loan is from a candidate to the candidate's own committee. Required.
InLoanSourceReferenceId	char(10)	This is your committee's optional unique external ID for the loan source. It is highly recommended you use this to uniquely identify your loan source.
InSourceName	char(100)	Loan source (lender) name. Required if InCandidateLoan = "N".
InAddress1	char(50)	Loan source (lender) address line 1. Required if InCandidateLoan = "N".
InAddress2	char(50)	Loan source (lender) address line 2. Can be left null if no Address Line 2 in address.
InCity	char(30)	Loan source (lender) city. Required if InCandidateLoan = "N".
InState	char(2)	Loan source (lender) state abbreviation. Required if InCandidateLoan = "N".
InZip	char(5)	Loan source (lender) zip code. Required if InCandidateLoan = "N".
InAmount	money not null	Amount of loan received. Required.
InDate	date not null	Date of loan. Required.
InInterestRate	decimal(7,4) not null	Interest rate of Loan. Default to 0.00 if unavailable or if this is a candidate loan with no interest. Example of format: 8.25% = 8.25.

The InGuarantor Worksheet

Column	Format	Description
loanId	char(30) not null	This is your committee's unique external reference ID of the associated loan record. Required.
InGrnName	char(150) not null	Guarantor's name. Required.
InGrnAddress1	char(50) not null	Guarantor's address line 1. Required.
InGrnAddress2	char(50)	Guarantor's address line 2. Enter if available, otherwise leave blank.
InGrnCity	char(30) not null	Guarantor's city. Required.
InGrnState	char(2) not null	Guarantor's state abbreviation. Required.
InGrnZip	char(5) not null	Guarantor's zip code. Required.
InGrnAmount	money not null	Amount guaranteed by the guarantor. Required.

The loanPayment Worksheet

Column	Format	Description
loanPaymentId	char(30) not null	This is your committee's unique external reference ID for the loan payment record. Required.
loanId	char(30) not null	This is your committee's unique external reference ID you assigned to the original loan record. It is used to associate the payment to the correct loan. Required.
InPaymentDate	date not null	Date of payment. Required.
InPaymentAmountPrincipal	MoneyIncludeZero not null	Amount of loan payment for principal. Required. Enter 0.00 if none.
InPaymentAmountInterest	MoneyIncludeZero not null	Amount of loan payment for interest. Required. Enter 0.00 if none.
InPaymentType	char(2) not null	See Code Table section for valid values. Required.
InFinalPayment	char(1) not null	Valid values are Y or N. Set this to Y if this is the last payment for this loan and there is no further obligation or unpaid balance on this loan, otherwise set to N.

The contributionReturn Worksheet

Column	Format	Description
contributionReturnId	char(30) not null	This is your committee's unique external reference ID for the contribution return record. Required.
contributionId	char(30) not null	This is your committee's unique external reference ID you assigned to the original contribution record. It is required, so that the returned contribution can be properly related to the original contribution. Required.
crAmount	money not null	Amount being returned or the amount of the Non-Sufficient Funds (NSF) check. Required.
crDate	date not null	Date of return.
crAccountNumber	char(50)	Optional account or reference number for your use only.
crNSF	char(01) not null	Valid values are Y or N. This is used to indicate that this record represents an NSF check that was received for a prior contribution.
crExplanation	char(100)	Required for regular returns. This is not required if this record is flagged as an NSF check.

The expenditureReturn Worksheet

Column	Format	Description
expenditureReturnId	char(30) not null	This is your committee's unique external reference ID for the expenditure return record. Required.
expenditureId	char(30) not null	This is your committee's unique external reference ID you assigned to the original expenditure record. It is required, so that the returned expenditure can be properly related to the original expenditure. Required.
erAmount	money not null	Amount being returned. Required.
erDate	date not null	Date of return.
erAccountNumber	char(50)	Optional account or reference number for your use only.
erExplanation	char(100)	Explanation of why expenditure returned. Required.

Code Tables

The following import codes should be used where applicable in the specified worksheets.

The contribution Worksheet

cbContributionType (type of contribution)

Code	Import Code
Monetary (Itemized)	01
Monetary (Non-Itemized)	02
Non-Monetary (Itemized)	03
Non-Monetary (Non-Itemized)	04
Non-Monetary (Coordinated)	05
Other Receipts	06

cbReceiptType (contribution receipt type)

Code	Import Code
Check	01
Cash	02
Credit/Debit Card	03
Electronic Pay System	04
Money Order	05
In-Kind	06
Other	07

cbContributorType (type of contributor)

Code	Import Code
Individual	01
527 Political Organization	02
Candidate	03
Candidate Committee	04
Federal PAC	05
Issue Committee	06
Political Committee	07
Political Party	08
Small Donor Committee	09
Corporation	10
Business	11
LLC	12
Partnership	13
Labor Union	14
Other	15
Unknown	16

cbOccupation (contributor's occupation)

Code	Import Code
Agriculture	01
Attorney/Legal Occupations	02
Automotive Industry	03
Clergy/Faith-based	04
Construction/Engineering	05
Consultant	06
Financial/Investment Occupations	07
Firefighters/Paramedics	08
Food Services	09
Gaming Industry	10
General Business	11
Government/Civil Occupations	12
Healthcare/Medical Occupations	13
Homemaker	14
Insurance Industry	15
Law Enforcement	16
Lobbyist	17
Manufacturing	18
Media/Entertainment	19
Military	20
Mining/Oil and Gas Occupations	21
Not Currently Employed	22
Office and Administrative Occupations	23
Other	24
Real Estate Professional	25
Retail Sales	26
Retired	27
Science/Technology Occupations	28
Teacher/Education Occupations	29
Unknown	30

The expenditure Worksheet

exDisbursementType (expenditure disbursement type)

Code	Import Code
Monetary (Itemized)	01
Monetary (Non-Itemized)	02
Non-Monetary (Itemized)	03
Non-Monetary (Non-Itemized)	04
Non-Monetary (Coordinated)	05

exExpenditureType (type of expenditure)

Code	Import Code
Advertising	01
Bank fees	02
Consultant and Professional Services	03
Contributions	04
Employee Services	05
Entertainment	06
Food, Beverages, and Meals	07
Fundraising Expenses	08
Gifts	09
Office Equipment and Supplies	10
Rent and Utilities	11
Telephone	12
Travel and Lodging	13
Miscellaneous	14
Other	15

exPaymentType (expenditure payment type)

Code	Import Code
Check	01
Cash	02
Credit/Debit Card	03
Electronic Pay System	04
Money Order	05
Other	06

exPayeeType (type of expenditure payee)

Code	Import Code
Individual	01
527 Political Organization	02
Candidate	03
Candidate Committee	04
Federal PAC	05
Issue Committee	06
Political Committee	07
Political Party	08
Small Donor Committee	09
Corporation	10
Business	11
LLC	12
Partnership	13
Labor Union	14
Other	15
Unknown	16

exCommMethod (electioneering expenditures communication method)

Code	Import Code
Radio	01
Television	02
Newspaper	03
Billboard	04
Internet	05
Mailing	06
Door to Door	07
Other	08

The loanPayment Worksheet**exPaymentType (loan payment type)**

Code	Import Code
Check	01
Cash	02
Credit/Debit Card	03
Electronic Pay System	04
Money Order	05
Other	06